

Guidelines for Press Coordination

1. The press office should remain the first stop for White House reporters seeking information about the President's policies and views.
2. In order to maintain an open Presidency, it is essential that members of the senior staff also be willing to meet with reporters on a frequent basis.
3. As the need arises, the communications department will designate key members of the staff who will be available to the press to answer questions on a specific subject. These "designated hitters" will be expected to take either telephone calls or be personally available to members of the press.
4. Requests for interviews or comments from members of the staff who have not been already designated to answer questions should first be referred to the communications department. After receiving a clearance or recommendation from the communications department, the staff member will be expected to make his or her own arrangements for the press interview. This procedure extends to the entire staff practices that are already followed in several departments of the White House.
5. Other departments that are part of the Executive Office of the President but are not formally part of the White House (e.g., NSC, OMB, CEA, Office of the Science Adviser) shall adopt parallel guidelines in coordination with the White House communications department.
6. The communications department will seek to ensure key members of the staff are sufficiently available to the press, especially on major news stories, to provide an open and full flow of information to the press.
7. As in the past, no member of the White House staff and related organizations shall accept a major television interview or large-scale press luncheon and breakfast without prior coordination with the communications department. In addition, it is recommended that all major interviews with groups of reporters inside the complex be held with a White House stenographer present.
8. On-the-record interviews should be recognized as the best way to conduct most interviews with the press.
9. The guidelines outlined here will apply whether the President is in Washington or out of town. They will not apply to strictly social engagements with members of the press.
10. In keeping with the traditions of this Presidency, these guidelines should be carried out in a way that maintains an atmosphere of openness, professionalism and civility in relations with the White House press corps.